

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

January 27, 2015

SUBJECT: LOST VEHICLE AND/OR VESSEL REPORTS - REVISED

PURPOSE: Recently, the Department became aware of instances wherein vehicles have been entered into the Stolen Vehicle System (SVS) as "lost vehicles," which did not meet the California Department of Justice guidelines for Reporting Lost Vehicle Records. If a registered owner loans their vehicle to a friend, family member or acquaintance, who fails to return it, the vehicle should not be entered into the SVS as a lost vehicle. An example of what is considered a lost vehicle is when a driver has forgotten where they left their vehicle. Lost vehicle reporting is not to be used for potentially embezzled vehicles, or for the recovery of vehicles in civil cases.

This Order revises Department Manual Section 4/220.60, *Lost Vehicle and/or Vessel Reports*, to clarify when a lost vehicle report should be taken, and what procedure should be taken when the above criteria does not meet the Lost Vehicle and/or Vessel Reporting guidelines.

PROCEDURE: LOST VEHICLE AND/OR VESSEL REPORTS - REVISED.

Department Manual Section 4/220.60, *Lost Vehicle and/or Vessel Reports*, has been revised. Attached is the revised section with revisions indicated in italics.

AMENDMENTS: This Order amends Section 4/220.60 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

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DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 2, 2015

220.60 LOST VEHICLE AND/OR VESSEL REPORTS. When it is believed by the interviewing officer that a vehicle and/or a vessel is missing under circumstances that do not warrant the taking of a "stolen" report, he or she *must* direct the person to the concerned investigating officer who *will* determine whether a "lost" report should be taken. *An example of what is considered a lost vehicle is when a driver has forgotten where he/she left his/her vehicle. The lost vehicle reporting is not to be used for potentially embezzled vehicles, or for the recovery of vehicles in civil cases.*

A lost vehicle and/or vessel report must not be taken in domestic loan situations wherein a registered owner (RO) loans his/her vehicle to a friend, family member or acquaintance, who then fails to return the vehicle. The RO must make every effort to recover his/her vehicle. In addition, the RO must send a demand letter via certified mail to the friend, family member or acquaintance. If the vehicle is not returned within ten (10) days from the date of the certified mail receipt, an embezzlement report may be taken.

Note: Persons appearing at Areas when the investigating officers are not available *must* be interviewed by a *daytime detective supervisor* responsible for approving the taking of reports or by the *concerned night watch detective supervisor* during off-hours. *If neither detective supervisor is available, the reports must be approved by the watch commander.*

When the investigation reveals that a vehicle does not meet the criteria for a "lost vehicle" or "stolen vehicle," the concerned investigator may telephonically contact the Department of Motor Vehicles (DMV) and initiate a Courtesy Stop Request, to place a vehicle into the California DMV records as a "Vehicle License & Title (VLT) Stop." The VLT Stop notation on the vehicle registration record controls the processing of registration for 60 days until a Temporary Restraining Order (TRO) is served upon the Director, DMV.

A "VLT Stop" only returns during a long-form DMV query on a license plate and will alert field officers that the rightful ownership of the vehicle is being disputed. Officers may conduct an investigation of the registration during a traffic stop for the "VLT Stop" or another observed violation.

Note: *Officers are cautioned not to confuse a "VLT Stop" with a "DOJ Stop." Officers must not conduct a high-risk felony traffic stop or initiate a pursuit based solely on a "VLT Stop" unless additional circumstances justify a high-risk stop or pursuit.*

Additionally, the reason code and comments (which appears in the "REC STATUS" message on the "Long Form DMV Information" screen) will facilitate the return of the vehicle to the RO or Legal Owner (LO). The reason code and comments will direct that the vehicle be impounded if not in the possession of the RO or LO at the time of any traffic stop or when found parked. The vehicle must be impounded under Vehicle Code Section 22655.5, Impounding for Evidence.